



ALASKA
ENERGY AUTHORITY

SAMPLE

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UTILITY MONTHLY REPORT - PLEASE COMPLETE ALL SECTIONS

Page 1 of 2

A.) Billing Period	____ / ____ / ____ to ____ / ____ / ____	B.) No. of Days	____
C.) Meters Read	____ / ____ / ____	D.) Bills Mailed	____ / ____ / ____
E.) Utility Name	ABC UTILITY		
St. Address	____		
City, State	____		
Contact Name	____		
	Regulated:	Yes	No
	Phone No.	____	
	Fax No.	____	
	E-mail:	____	

Section A

F.) 1. Community Population	655			
G.) 2. No. of Customers:				
	Residential	Commercial	Community Facilities	
	____	____	____	
	Federal/State Facilities	Unbilled Customers	Total	0
	____	____	____	

Section B (2)

1. kWh Generated and Purchased:				
H.) Diesel:	____	Hydro:	____	Wind: ____ Natural Gas: ____
I.) Total kWh Purchased:	____	J.) Purchased From / Vendor:	____	
K.) Other:	____	L.) Total kWh Available =	0	
M.) 2. Price of fuel used by RCA to determine PCE rate: \$/gal.	\$ ____	Date Aprv.	____ / ____ / ____	
N.) 3. Fuel Used (Gallons) ⁽²⁾	____	O.) Total Fuel Cost	\$ 0.00	
P.) 4. Total Non-Fuel Exp:	\$ ____			

Section C

Q.) 1. Station Service (Powerhouse Consumption): (kWh)(2)	____			
R.) 2. Peak Demand from Power Plant Log: (2)	____			
S.) 3. Total kWh Sold To:				
	Residential	Commercial	Community Facilities	
	____	____	____	
	Federal/State	Unbilled	Total Sold	0
	____	____	____	
T.) 4. "Total kWh Available for Sale" minus "Total kWh Sold" minus "Station Service"	0	LINE LOSS	0.00%	
<i>(NOTE: This Number Should Be Greater Than Zero)</i>				
<i>(Line Loss should be < or = 12%)</i>				

Section D

U.) 1. Current Residential price per kWh prior to PCE Credit (i.e., .4823 per kWh)	____			
2. PCE Eligible kWh:				Totals
V.) Residential kWh: (3,4)	____	____	____	0
W.) Comm. Facility Max kWh = 45,850	____	____	____	____
X.) Community Facilities kWh (5,6)	____	____	____	0
Y.) Total Eligible kWh:	0	0	0	0
Z.) Present PCE Rate: (¢ per kWh)	____	____	____	____
AA.) **3 Total PCE credit (\$)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

** This amount should reconcile to the amount the utility expects to be reimbursed, as shown on your back up documents. (Total eligible kWh x present PCE rate (¢/kWh)) = PCE credit

Section E: Certification

I hereby certify that the information submitted to the Alaska Energy Authority in support of (name of utility)

ABC UTILITY

in participation with the Power Cost Equalization Program is true and correct to the best of my knowledge.

BB.) _____ **CC.)** ____ / ____ / ____
(Certifying Officer) (Date)

Vendor No:	ABCU	Community Code:	339999
Accounting:	_____		
Approval for Payment:	_____		
Calculated Payment:	_____		
Adjustment:	_____		
Disbursed Amount:	_____		

STAGE CODE _____ **BATCH NO.** _____

POWER COST EQUALIZATION PROGRAM - FY2013
UTILITY MONTHLY REPORT FOR COMMUNITY FACILITIES

Utility Name: ABC UTILITY

DD.) Billing Period: 0 / 0 / 0 to 0 / 0 / 0

[illegible]

****This \$ amount should reconcile to the amount the utility expects to be reimbursed, as shown on your backup documents. (Total eligible kWh x present PCE rate ((¢/kWh)) = PCE credit)**

JJ.) Street Lights:

If street lights are unmetered, use the following formula in calculation monthly kilowatt-hour usage:

Wattage of Bulb	x	12 Hours a Day	x	365 Days	/	1000 kWh	/	12 Months	=	Usage Per light	x	No. of Lights	=	Eligible kWh
	x	12	x	365	/	1000	/	12	=	0	x		=	0

Number of Street Lights		Metered	Unmetered
Wattage of Bulb			
100			
150			
200			
250			
300			
350			
400			
450			
500			
550			
600			
650			
700			
750			
800			
850			
900			
950			
1000			

Footnotes/Definition:

- (1) If more than one community is served by a utility, a total system report must be submitted in addition to a monthly report for each community.
- (2) Power Plant Operator should be recording this meter reading daily and entering it into the Plant Log.
- (3) Residential customers are eligible for PCE credit up to 500 kwh per month per customer.
- (4) Commercial customers and Federal and State offices/facilities are excluded from receiving PCE credit.
- (5) "Community Facility(ies)" means a water and sewer facility, public outdoor lighting, charitable educational facility, or community building whose operations are not paid for by the State, Federal Government, or private commercial interest.
- (6) Community facilities, as a group, can receive PCE credit for 70 kwh per month multiplied by the number of residents in the community. (70 kWh x DCRA certified population).

**LEGEND FOR PAGES 1 & 2 OF
THE PCE MONTHLY UTILITY REPORT FORM:**

THIS FORM SHOULD BE SUBMITTED TO AEA WITHIN 10 DAYS AFTER
THE BILLING PERIOD ENDS.

- A. Enter the date of your billing period in this space. (Example: 7/1/14 – 7/31/14)
- B. Enter the number of days in the billing period in this space. (Example: 30 or 31)
- C. Enter the date your meters were read in this space. Meters should be read on the same day every month.
- D. Enter the date your bills are mailed to your customers in this space. (Example: 7/31/14)
- E. Enter your utility's information in this space. Forms for the fiscal year 2013 or later will have the name of your utility pre-printed for your convenience. The contact name should be the same person that fills out your monthly PCE report. This is especially helpful if the Alaska Energy Authority should have any questions while processing your monthly report.

If you are not sure as to whether your utility is a "Regulated" or "Unregulated" utility, please call the Regulatory Commission of Alaska (RCA) at 907-276-6222 or toll free at 1-800-390-2782.

- F. Forms for the fiscal year 2013 or later will have the community's population figure pre-printed for your convenience. This number should represent the figure published by the DCCED and mailed to you each year in the month of January. Once this figure has been deemed as officially certified by DCCED (usually June of that same year), it will be used by the AEA for purposes of PCE eligibility for the current fiscal year. (Ex: Population figures deemed certified on 7/1/14 will be used by the AEA for fiscal year 2015)
- G. Enter the number of customers your utility has in this space; listing each class separately. Customers that you do not charge for power, but are given power, should be written in the Unbilled/Donated space. Every customer should be listed on the customer ledger even if they are not charged for the kWh's used.
- H. Record the **TOTAL** number of kilowatt hours generated by each generation source (i.e. *Diesel, Hydro, Wind or Natural Gas*) in the appropriate field. To calculate the **TOTAL** number of kilowatt hours ("kWh") generated you must know the current "master meter" reading and your prior month's master meter reading. Subtract the prior month's reading from the current month's reading to get the total number of kWh's generated by the plant for the current month. Enter *that* number for the total kWh generated. **If your master meter uses a multiplier, YOU must multiply the figure derived from this calculation beforehand.**

Ex: (Present Reading – Previous Reading) x Multiplier = Total kWh Generated

This calculation should be performed for each generation type and the total listed.
- I. Enter the total kilowatts purchased during the reporting period (if any) in this space. This would apply only if you purchased power from another power producer.
- J. Write the name of the vendor from which you purchased power in this space.

- K. If any of your power is generated via any other source than those listed above, calculate the total number of kWh's generated from this source and enter that number in this space. (same as above, only using this alternative generation type)
- L. Enter the **TOTAL** number of kWh's generated **PLUS** those purchased (if any) in this space.

If your utility generates kW's using a combination of diesel, hydro, wind and/or natural gas, as well as any "other" alternative energy source, you would include the total of these kWh's **plus** any kWh's purchased in this space.

This number will represent the total number of kWh's available for sale to your customers and available for use by your utility; otherwise known as station service.

- M. Write the price of fuel, per gallon, **that was used by the RCA to determine your PCE level**, as well as the date approved by RCA. This information is included in the letter orders sent to you from the RCA that tells you what your PCE level is. It is usually contained in Appendix 2 of the letter. If you cannot find it or are unsure, please contact the RCA at 907-276-6222 or toll free at 1-800-390-2782.

NOTE:

THIS price per gallon may be different from the price you paid for your most recent fuel purchase. For purposes of PCE reporting you are to list the price per gallon **used by the RCA** when figuring the current pce levels being used.

- N. Write the total amount of fuel used during this reporting period in this space. This is **NOT** the amount of fuel purchased; only the amount of diesel fuel consumed by your generator(s).
- O. Enter the total cost of fuel used during this reporting period. This is the actual number of gallons of fuel **USED** by your utility during this reporting period multiplied by the price per gallon **that was used by RCA to determine your PCE level**.

Ex: (Price of fuel used by RCA to determine PCE rate) x Fuel Used = Total Fuel Cost

- P. Write your total non-fuel expenses in this space. These expenses would include salaries, postage, office supplies, travel, parts, etc.

Costs that are out of the ordinary, such as large generator parts, equipment and annual insurance premiums may need to be amortized. Contact the staff at the RCA with questions regarding how these costs should be included or whether to include them at all.

- Q. Write the number of station service kWh's used in this space. When we ask for station service kWh's, there is a meter in your powerhouse or plant that measures this number. If you have questions about how to obtain this number, please call the Alaska Energy Authority at 907-771-3000 or toll free at 1-888-300-8534 for further instruction.
- R. From the plant log, document the highest peak demand reading recorded during the current month. This "peak demand meter" should be reset at regular intervals. If you have questions about how to obtain this number, or how to reset your peak demand meter, please call the Alaska Energy Authority at 907-771-3000 or toll free at 1-888-300-8534 for further instruction.
- S. Write the amount of kWh's sold to each customer class in these spaces. The sum of the numbers of kWh's for each customer class will be your "Total Sold". This information *should* match the customer ledger submitted with your monthly report.

- T. Enter the "Total kWh Available" **minus** the sum of the "Total Sold" and kWh's used by your facility as station service in this space. Since it is impossible to sell more kilowatts than you have available, this figure should **ALWAYS** be greater than zero.

(NOTE: Special circumstances may apply if your utility is on a "tie-line" to another generation source. Contact the AEA if this number is less than zero)

A utility's Line Loss is derived by dividing the number of kWh's in Section C-4 by the **total** number of kWh's available for sale found in Section B-1.

(These calculations are done automatically if you are using the Excel version of the utility monthly report form.)

SECTION D:

This section should **ONLY** include eligible kWh figures for the current billing cycle being reported. Prior period adjustments should **NOT** be listed in this section. Prior period adjustments are to be submitted for pre-approval. Once prior period adjustments are approved, they should be detailed in a separate attachment/cover letter and should include the appropriate supporting documentation. Contact the AEA directly with any questions regarding prior period adjustments.

- U. Current residential rate before the PCE level is deducted. This is the **FULL** rate your residential customer would be charged for the first 500 kWh's if PCE did not exist. This rate includes the energy charge plus any surcharge or customer charge and is expressed in cents per kWh using four decimal places. (Example: 0.4850)
- V. Write only the number of residential kWh's that are eligible for PCE credit this space. This information should match the customer ledger submitted with your report.
- W. Forms for the fiscal year 2013 or later will have the community's maximum number of eligible community facility kWh's pre-printed for your convenience. PCE credits are not to be given to community facilities in excess of this amount. Per AS 42.45.110(b)(1), this figure is derived by multiplying the community's population by 70.

$$\text{Ex: } 655 \times 70 = 45,850 \text{ kWh's}$$

- X. Enter only the number of community facility kWh's that are eligible for PCE in this space. This information should match the customer ledger submitted with your report.
- Y. Enter the total PCE eligible kWh's for both classes in this space. These figures should match the customer ledger's figures submitted with your monthly report.
- Z. Write your current PCE level in this space. In most cases, this is found on your most recent letter from the RCA. If you are unsure of your current PCE level, please contact the RCA at 907-276-6222 or toll free at 1-800-390-2782.
- AA. Write the amount, in dollars (\$), that you are requesting from the Alaska Energy Authority as PCE credit for the month. This information should reconcile to information on your customer ledger. Your customer ledger amounts (amounts of credit given to your eligible customers) should reconcile to this number.
- BB. An **ORIGINAL** signature of the person who is authorized to sign the monthly PCE report is required in this space. Reports without an original signature will not be processed until an original signature is received in our office. It is not necessary to fax your PCE report to the Authority, as it cannot be processed until an original signature is received.

CC. Enter the date the authorized individual signs the form in this space.

NOTE: This information should be submitted to the Authority within 10 days after the billing period ends.

DD. Write the billing period in this space. This date should be the same as the billing period listed on page one (1) of the report.

EE. List, in detail, the names of all community facilities you are requesting PCE credit for in these spaces.

FF. The number of kWh's being claimed for the community facilities should be entered in these spaces.

GG. Write the total number of kWh's being claimed for the community facilities in this space. This total should then be transferred to the appropriate space on page 1 (see legend for page 1, item "X").

HH. Write your current PCE level in this space.
[Remember: Prior period adjustments are not listed here]

II. Write the sum of the total number of community facility kWh's multiplied by the current PCE level in these spaces.

JJ. Street light calculations for unmetered lights should be performed in this space. Once you have calculated the total kWh's for the streetlights and if they are eligible for PCE credit, you should enter this figure in the community facilities columns above. If they are not billed they are not eligible and should be documented as an unbilled customer on the PCE report. Streetlights should also be listed as a customer on the customer ledger in the proper classification.